



Job Description

POSITION TITLE: Spanish Interpreter (TEMPORARY) #4015

SALARY PLACEMENT: Short Term Hourly Salary Schedule

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

High school diploma or equivalent. Academic and oral fluency in both English and Spanish. Previous experience in interpreting simultaneously and continuously. Bilingual Exam (must pass San Joaquin County Office of Education’s test to demonstrate proficiency in English and Spanish).

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Familiarity with Special Education terminology.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Ability to read, speak and write in Spanish with a highly developed vocabulary; understand cultural history, nuances and subtle interpretation; grasp and understand information and shades of meaning of word and text; shift flexibly from assignment-to-assignment; explain clearly, simply and precisely; rephrase others’ input cogently and accurately; use nonverbal means to augment communication; read and adapt to others body language in communication; show care and thoroughness in adhering to process and procedures to assure quality; and model communication and interaction that respect and include all individuals and their languages, abilities, and cultures. Be flexible and receptive to change.

SUMMARY OF POSITION:

Serve as interpreter of the Spanish or English language in an official capacity for San Joaquin County Office of Education (SJCOE) administration, teachers, parents, students or staff in matters involving schools and community. Serve as interpreter in an Individualized Education Plan (IEP) and Student Study Team (SST) meetings at SJCOE and at school sites.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Interpretation and translation at meetings.
2. Maintain confidentiality of sensitive information.
3. Explain words or phrases for meaning and appropriateness.
4. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.

5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Operate a vehicle in the course of carrying out assigned duties.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in an educational environment, and come in direct contact with students, SJCOE staff, district staff, and the public.

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